



Arkansas Department of Human Services
Division of Youth Services

Policy No. 700.4 **Pages:** 3 **Manual:** Finance and Administration

SUBJECT: DYS Reporting **EFFECTIVE DATE:** March 10, 2005

CHAPTER: 700 – Information Management & System **ATTACHMENTS:**

REFERENCE: Act 1222 **AUTHORIZED BY:** J. Kenneth Hales

I. POLICY:

Quarterly and Annual reports will be completed by the Division of Youth Services (DYS) in compliance with applicable state statute requirements (9-32-203 and 9-32-204) as set out in Act 1222 of 1995. The DYS Statistical Report will be completed in compliance with Office of Fiscal Management requirements.

II. APPLICATION:

All DYS and contracted provider employees.

III. DEFINITIONS:

IV. PROCEDURES:

A. Quarterly performance reports.

1. The DYS Quarterly Performance Report shall be transmitted to the Senate Interim Committee on Children and Youth no later than sixty (60) calendar days after the end of each calendar quarter.
2. The DYS Quarterly Performance Report shall contain:
 - a. Executive Summary;
 - b. Population Profiles;
 - c. Profiles of Juveniles Committed;
 - d. Incident Reporting;
 - e. Commitments and Length of Stay;
 - f. Recommended Placements; and,
 - g. Department of Health Compliance Reporting.
3. The DYS Systems Unit shall compile the information for the quarterly report with the assistance of the Internal Affairs Unit, and the Residential Contract Section.
4. The DYS Systems Unit Administrator shall review the report and submit it to the DYS Assistant Director of Support Services (ADSS).

5. The DYS ADSS shall review the report and forward it to the DYS Director.
 6. The Director will review the report and:
 - a. submit any corrections/changes to the Systems Unit.
 - b. approve the report and return to the Systems Unit.
 7. The Systems Unit will submit the approved report to the DHS Director for approval.
 8. After receiving Department of Human Services (DHS) Director approval, the Systems Unit will copy and deliver the quarterly report, with the cover letter to the legislative liaison for the Arkansas Legislative Council made up of the senate Committee on Children and Youth; and the committee on Aging, Children and Youth, Legislative and Military Affairs-House.
- B. Annual performance reports – Arkansas Child Welfare Report Card.
1. The Arkansas Child Welfare Report Card shall be published and transmitted to the Senate Interim Committee on Children and Youth no later than December 1 of each year, the Arkansas Child Welfare Report Card must be published in a format that can be easily understood by the general public.
 2. The Division of Youth Services Arkansas Child Welfare Report shall contain:
 - a. Executive Summary;
 - b. Population Profiles;
 - c. Profiles of Juveniles Committed;
 - d. Incident Reporting;
 - e. Commitments and Length of Stay; and,
 - f. Recommended Placements.
 3. The Systems Unit shall compile the information for the annual report with the assistance of the Internal Affairs Unit.
 4. The Systems Unit Administrator shall review the report and submit it to the DYS ADSS.
 5. The DYS Assistant Director of Support Services shall review the report and forward to the DYS Director.
 6. The DYS Director will review the report and:
 - a. submit any corrections/changes to the Systems Unit.
 - b. approve the report and return to the Systems Unit.
 7. The Systems Unit will submit the approved report to the DHS Director for approval.
 8. Upon written approval by the DHS Director, Systems Unit personnel will print out the appropriate number of copies and will hand-carry them to legislative liaison for the Arkansas Legislative Council made up of the senate Committee on Children and Youth; and the committee on Aging, Children and Youth, Legislative and Military Affairs-House.

- C. DHS Statistical Report – The Division of Youth Services Systems Unit staff will complete the requested information annually for the DHS Statistical Report and submit it electronically to the DHS Office of Research and Statistics.
- D. The Systems Unit webmaster shall post all reports on the DHS webpage for public access.